

Superseded

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

FOREIGN BROADCAST INFORMATION SERVICE



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CONFIDENTIAL SECRET

OFFICE, DIVISION, BRANCH
 OO, FOREIGN BROADCAST INFORMATION DIVISION, OFFICE OF THE CHIEF

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
1.	CONVENIENCE FILE Consists of extra copies of letters, memos, and studies pertaining to subjects of primary concern of the Division Chief and are maintained for convenience of reference. Subjects include Liaison with BBC, Letters of Instructions, Division Staff Minutes Issuances, OO Staff Meetings and similar documents. Portions of this material are record copies filed by folder title. (1946 to date)	3	4 drawer legal safe	Temporary. Transfer inactive material to Executive Subject File (Item #8) for interfile. Extra copies will be destroyed.
2.	DAILY DIARY Consists of a chronology of daily activities of the Chief and Deputy Chief of the Division. Filed chronologically. (1950 to date)	.5	4 drawer legal safe	Permanent. Cut off at end of each calendar year; retain in current files for two years and transfer to the Records Center concurrently with Executive Subject File (Item #8).
3.	COURIER CLASSIFIED MAIL RECEIPT FILE Consists of "Courier Classified Mail Receipt" Form 35-16A signed by courier for the pick up of top secret material for delivery from the Division. Filed numerically by Receipt No. (1946 to date)	.1	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.

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RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
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ITEM No.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF STORAGE	DISPOSITION INSTRUCTIONS
4.	REFERENCE PUBLICATION FILE Consists of reproduced copies of publications such as NIE's, NIS's, ORR and similar documents maintained for reference purposes. Filed by type of publication. (1948 to date)	1.8	4 drawer legal safe	Temporary. Destroy when obsolete, superseded or no longer needed for reference purposes.
5.	CONVENIENCE FILE (READING) Consists of extra copies of all communications signed by the Division Chief or Deputy Division Chief and maintained for convenience of reference. Record copies maintained in Executive Subject File (Item #8). Filed chronologically. (1952 to date)	1.2	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
6.	TOP SECRET DOCUMENT RECEIPT AND LOG FILE Consists of Log Form 38-14 recording all Top Secret material in and out of the Division Signed Classified Document Receipts are attached to Log when documents are sent out of the division. Filed chronologically. (1948 to date)	.3	4 drawer legal safe	Temporary. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for two years and transfer to the Records Center.
7.	PERSONNEL EVALUATION REPORT FILE Deleted Consists of extra copy of Personnel Evaluation Report, Form 37-151, prepared on all classified employees at Headquarters and Field Bureaus and maintained for administrative purposes. Record copies filed in Office of Personnel. Filed alphabetical by surname.	.2	4 drawer legal safe	Temporary. Destroy after 2 years or upon separation of employee.

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OFFICE, DIVISION, BRANCH
 OO, FOREIGN BROADCAST INFORMATION DIVISION, ADMINISTRATIVE STAFF

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	
8.	EXECUTIVE SUBJECT FILES Consist of correspondence, reports and studies reflecting the division's policy and procedures for the administration and operation in collecting intelligence information from foreign radio and press broadcasts of news and propaganda and the dissemination of selected information to consumers. Also reflects administrative support to headquarters and field bureaus on matters pertaining to personnel, security, budget, finance, travel, supply and similar support functions. Filed according to Agency File Manual.			Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to the Records Center.
a.	Departmental (1946 to date)	17	4 drawer legal safe	
b.	Bureau (1952 to date)	18	4 drawer legal safe	

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF STORAGE EQUIPMENT	DISPOSITION INSTRUCTIONS
10.	EMPLOYEE RECORD CARD FILES			
	a. Classified Employees			
	Consists of Service Record Card (SF 7), maintained on all classified employees of FBID, headquarters and field. Card contains summary of data on personnel actions, training, security and other matters necessary for administration of personnel. Filed alphabetically by surname.	.3	16 tray kardex	Temporary. Place in Individual Personnel Folder (Item #9) upon separation of employee. Upon intra-agency transfer forward to gaining office.
	b. Native Employees			
	Consists of Employee Record Card (OF Form B) maintained on all native personnel employed at the field bureaus. Card contains summary of data on personnel actions, security, training and other matters necessary for administration of personnel. Filed by Bureaus and alphabetically by surname thereunder. (1942 to date)	.2	16 tray kardex	Permanent. Upon separation of employee place in Executive Subject File, Item #8 under the Subject "Personnel (Native)".
11.	CONVENIENCE FILES			
	a. Reading File			
	Extra copies of communications signed by the Chief, Administrative Staff and maintained for convenience of reference. Filed chronologically. (1952 to date)	1	4 drawer legal safe	Temporary. Destroy after <u>2</u> years. Cut off at end of each calendar year; retain in current files area for <u>2</u> years and destroy then. <i>transfer to the Records Center and destroy</i>

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF EQUIPMENT	DISPOSITION INSTRUCTIONS
11.	CONVENIENCE FILES (CONTINUED)			
	b. Informational File			
	Extra copies of administrative communications which are the responsibility of a staff officer and are furnished only for informational purposes. Filed chronologically. (1954)	.5	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
12.	COMMUNICATION CONTROL FILES			
	a. Mail Log			
	Consists of unnumbered log maintained on all classified mail entering or leaving the Division. Filed chronologically. (1952 to date)	.3	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
	b. Bureau Log			
	Consists of unnumbered log maintained on all material going to the field bureaus. Filed by Bureau and chronologically thereunder. (1952 to date)	.2	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
13.	COURIER RECEIPT FILE			
	Consists of Courier Classified Mail Receipt (Form 35-16) signed by courier on pick up of material in the Division for delivery. Filed chronologically. (1953 to date)	.2	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.

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14.	REPRODUCTION REQUISITION Consists of copies of Reproduction Requisition (Form 36-2) returned from Reproduction Plant showing due date of completion of job. Maintained as a control for follow-up card log maintained in connection therewith for use in assigning Requisition Numbers. Filed numerically by Requisition Number. (1954)	.1	4 drawer legal safe	Temporary. Destroy after 6 <i>1 year</i> months. Cut off at end of June and December; retain in current files area for 6 <i>1 year</i> months and destroy.
15.	SUPPLY AND EQUIPMENT REQUISITION FILE Consists of tissue copies of Requisition (Form 36-125), reproduced copies of Requisitions, copies of Purchase Orders (if any), copies of Request for Shipment (Form 36-4), and reproduced copies of Shipping Document. Files reflect the administrative and technical support given to field Bureaus in controlling and expediting supplies and equipment required by the Bureaus. Requisitions originating at field Bureaus are reviewed by the Division and are sometimes rewritten or consolidated prior to submitting them to Logistics. File is closed when advance copy of shipping document is signed and returned by the consignee (Signed copy is also sent to Logistics Office). Record copy maintained in Logistics Office. Filed numerically by Requisition Number. (1953 to date)	8	4 drawer legal safe	Temporary. Destroy individual file when case is closed.

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16.	REQUISITION CARD LOG Consists of unnumbered card form or note-book log maintained for the same purpose reflecting Requisition Number, Date, Nomenclature, Field Bureau and related information on all requisitions issued. Used for reference purposes and to assign Requisition Number. Filed by Bureau and by number. (1953 to date)	.2	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each fiscal year; retain in current files area for 1 year and destroy.

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OFFICE, DIVISION, BRANCH

00. FOREIGN BROADCAST INFORMATION DIVISION, LIAISON AND REFERENCE STAFF

APPROVED

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
17.	STAFF SUBJECT FILE Contains memos, reports and studies reflecting collection requirements and targets, and the evaluations of FBID products. Also reflects the dissemination policies in connection with the distribution of FBID products to the consumer. Contains material on Liaison, Meetings, Security and similar subjects. Reports and studies going to higher echelons and essential material are duplicated in the Executive Subject File (Item #8). Filed according to Agency File Manual. (1952 to date)	3	4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and retire to the Records Center.
17.1	TARGET LIST FILE Contains Target Lists prepared each week and sent to all FBIS Editors. List is prepared from memos and telephone calls received from various IAC Agencies and consumers and consolidated in a weekly list. File also contains a master target list which is published quarterly for all FBID Editors and Monitors. File reflects the guide requirements given to monitors and editors for selecting broadcast information. Filed chronologically. (1952 to date)	.5	4 drawer legal safe	Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.

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18.	MAILING LIST CARD FILE Consists of 3x5 card maintained on all individuals, government agencies and other organization (except internal CIA recipient) who are on the mailing list for all reports produced by FBID. Filed by report and alphabetically thereunder. (Current)	.4	5 drawer legal cabinet	Temporary. Destroy individual cards 1 year after removal from mailing list. Place in inactive file upon removal from mailing list; retain in current files area for 1 year and destroy.
19.	DIPLOMATIC AND CABINET LIST CARD FILE Consists of 5x8 cards containing names of individuals and their diplomatic or cabinet position held. Information is obtained from various publication and from the State Department. Filed alphabetically by country. (Current)	1	5x8 card file	Temporary. Destroy when superseded or no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE EQUIPMENT	DISPOSITION INSTRUCTIONS
20.	BIOGRAPHIC CARD FILE Consists of 3x5 cards prepared on individuals of interest in various countries. Information is taken from wire copies, newspapers, periodicals and various other sources. Filed alphabetically by countries and thereunder by name of individual. A card is also filed by category such as Army, Navy, Diplomat etc. and alphabetically by name thereunder. (Current)	16	10 drawer card cabinet	Temporary. Destroy when obsolete or no longer needed.
21.	FBID PUBLICATIONS a. Publications (except Daily Report) Consists of record copies of all published reports prepared by FBID (except the Daily Report) and maintained solely for retirement purposes. This file is not to be used for reference while in custody of the Division. Filed by Report and chronologically thereunder. These reports include (but are not limited to) the following: (1) Radio Propaganda Reports This series presents integral studies of the total monitored propaganda relevant to particular events, intelligence problems, or operational requirements. Issued frequently but irregularly.	1.5	4 drawer legal safe	Permanent. Disposal not authorized. Cut off at end of each calendar year and transfer to the Records Center. (Except that this copy will be destroyed by the Records Center upon receipt of bound copy for storage.)

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE EQUIPMENT	DISPOSITION INSTRUCTIONS
21.	<p>FBID PUBLICATIONS (CONTINUED)</p> <p>(2) Survey of USSR and the Far East Broadcasts.</p> <p>These reports discuss the Soviet and Far East Orbit radio propaganda in detail but under very general categories such as "Global Affairs", "Western Europe", "The Far East", etc. Issued every two weeks.</p> <p>(3) Trends and Highlights of Moscow and Peking Broadcasts.</p> <p>A brief report on the principal trends of Moscow and Peking propaganda, a comparison of attention given to them, and the subjects on which Moscow and Peking is silent or has little to say. Published weekly.</p> <p>(4) Broadcasting Stations of the World.</p> <p>Lists all known radio broadcasting and television stations of the world except those in the continental USA on domestic channels. Published annually.</p> <p>(5) Foreign Press Transmission Schedule.</p> <p>Schedule of foreign press radio transmissions showing location of station, area of its intended audience, time, days used, frequencies, words per minute and point to point transmission.</p>			

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21.	<p>FBID PUBLICATIONS (CONTINUED)</p> <p>(6) Economic Abstracts</p> <p>Weekly compilation of industrial and economical minutiae reported in current foreign radio broadcasts and press agency transmissions. One published for USSR and Eastern Europe and one published for the Far East.</p> <p>(7) Political Abstracts</p> <p>Compilation of political information from foreign broadcasts intercepted by the FBIS as pertains to USSR Eastern Europe and the Far East.</p> <p>(8) Program Schedule of Foreign Broadcasting Stations</p> <p>Shows current location of each foreign broadcasting station or network, area of its intended listening audience, ownership, time, frequencies, languages and name of program. New material and revisions are issued regularly as "Station and Program Notes."</p> <p>(9) Report for the President</p> <p>Reflects foreign reaction to Western speeches and decisions as picked up by monitored radio broadcasts.</p>			

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	STORAGE EQUIPMENT	DISPOSITION INSTRUCTIONS
21.	<p>FBID PUBLICATIONS (CONTINUED)</p> <p>b. Daily Report</p> <p>This report contains summaries, excerpts verbatim text from selected current foreign radio broadcasts and press transmissions and is published daily.</p> <p>(1) Record Copy (Temporary)</p> <p>Maintained solely for retirement purposes as a temporary record copy.</p> <p>(2) Suspense Copy</p> <p>Extra copy maintained for reference and research until Bound Copy is returned from Government Printing Office.</p> <p>c. Bound Copy</p> <p>Consists of bound copies of the Daily Report, Trends and Highlights, Surveys and others maintained as library copy for reference and research purposes.</p>	<p>5.5</p> <p>21</p> <p>254</p>	<p>4 drawer legal <i>safe file</i> <i>Cabinet</i></p> <p>Shelving</p> <p>Bookcase Shelving and 4 drawer legal cabinet</p>	<p>Temporary. Destroy in Records Center upon Receipt of Bound Copy. Cut off every 2 months and transfer to the Records Center. This copy will be destroyed by the Records Center upon receipt of bound copy for storage.</p> <p>Temporary. Destroy upon receipt of Bound Copy from Government Printing Office.</p> <p>Permanent. Disposal not authorized. Maintain a 5 year level of bound copies in current files area. At the end of each year thereafter transfer the oldest year of accumulation to the Records Center. O.K. - PS</p>

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE AND SECRET	DISPOSITION INSTRUCTIONS
22.	LIBRARY MATERIAL Consists of reference books obtained through CIA Library such as the Encyclopedia Britannica, The Encyclopedia Americana, Whos Who, Facts on File, Statesman Yearbook, N. Y. Times Index, Whitakers Almanac and similar books maintained for reference purposes.	42	Bookcase and Shelving	Permanent. Disposal not authorized. Return to CIA Library when no longer needed.
23.	REFERENCE PUBLICATION FILE Consists of periodicals newspapers and copies of Agency publications such as Gazetteers, NIS's and copies of publications of other government agencies maintained for reference purposes. Filed by type of publication.	33	Bookcase Shelving and 4 drawer legal safe	Temporary. Destroy when superseded or obsolete (except that current publications such as NIS's, Gazetteers and similar finished intelligence publication will be returned to Supplemental Distribution when no longer needed.)
24.	AREA REFERENCE FILE Consists of copies of State Dispatches, CIA reports, BR runs and other reference publications maintained as reference and for research purposes. Filed alphabetically by country and thereunder by General, Biographic and Geographic guides.	9	4 drawer legal safe	Temporary. Destroy when obsolete or no longer needed for reference purposes.
25.	MAP FILES Consist of reproduced copies of maps prepared by ORR and retained for reference purposes. Filed by country.	.5	4 drawer legal safe	Temporary. Destroy when obsolete or no longer needed for reference purposes.

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RECORDS CONTROL SCHEDULE - CONTINUATION SHEET
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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE EQUIPMENT	DISPOSITION INSTRUCTIONS
26.	LIBRARY PURCHASE ORDER FILE Consists of copy of Library Purchase Order (IBM Form 908489) retained on all purchase requests submitted to CIA Library for the purchase of books. Filed by field bureau and headquarters.	.1	4 drawer legal safe	Temporary. Destroy when material has been returned to the Library.
27.	LIBRARY LOAN RECORD Consists of "CIA Library Loan Service Request and Charge Sheet" (Form 60-41) maintained on documents and material on temporary loan from the Library. Filed by title.	.1	4 drawer legal safe	Temporary. Destroy upon return of material to the Library.

OFFICE, DIVISION, BRANCH				SCHEDULE NO.
OO, FOREIGN BROADCAST INFORMATION DIVISION, ENGINEERING STAFF				A000400240003-1
ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
28.	STAFF SUBJECT FILE Consists of correspondence, teletypes, form documents and issuances reflecting the technical administration of the procurement, installation, maintenance and improvement of technical equipment at the field bureaus. Also reflects staff supervision of technical personnel and budget. Essential material duplicated in Executive Subject File (Item #8). File according to Agency File Manual. (1953 to date)	2.5	4 drawer legal safe	Before destroying material dated prior to 1953 it will be screened by Engineering Staff, FBID. Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and retire to the Records Center.
29.	BUREAU PROJECT FILES a. Project File Consists of correspondence, TWX's, photographs, reports and other documents reflecting the selection and construction of FBID sites for monitoring stations and the installation of equipment. Also reflects major changes or addition to existing field bureaus such as the construction of housing, recreational facilities, and other facilities required at the bureau. Material essentially duplicated in Executive Subject File (Item #8). Filed alphabetically by bureau and thereunder by projects. (1952 to date)	1	4 drawer legal safe	Temporary. Destroy 3 years after completion of project. Place in inactive file upon completion of project; retain in current files area for 1 year and retire to the Records Center.

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ITEM No.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE EQUIPMENT	DISPOSITION INSTRUCTIONS
29.	BUREAU PROJECT FILE (CONTINUED) b. Plans and Blueprints File Copies of plans, blueprints, tracings, drawings, working papers and charts prepared by contractors. Logistics Office, Field Bureaus and this Office in connection with construction projects at FBID Field Bureaus. Used as a working file and reference in the technical supervision of the project. Essentially duplicated in Logistics Office. Filed by Bureau. (1952 to date)	10	Map Case	Temporary. Destroy when obsolete or no longer needed for reference purposes.
30.	TECHNICAL REFERENCE FILE Consists of extra copies of memos, technical manuals, photographs, commercial publications and other material pertaining to technical subjects such as antennas, tubes, wiring, testing of special equipment, wire facilities and similar subjects maintained as technical reference. Filed alphabetically by subject. Essential material duplicated in Executive Subject File (Item #8).	1	4 drawer legal safe	Temporary. Destroy when obsolete or no longer needed for reference purposes.
31.	REFERENCE PUBLICATION FILE Consists of magazine, periodicals, extra copies various agencies' publications and commercial publications collected and maintained for technical reference. Publications consists of such titles as Catalogues, Technical Manuals, Proceedings of Institute of Radio Engineers, Electronics, Electrical Communications and similar technical material.	41	Bookcase	Temporary. Destroy when obsolete or no longer needed for reference purposes.

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32.	LIBRARY MATERIAL Consists of reference books such as Electrical Engineers Handbook, Vacuum Tubes, Radiation Laboratory Series, Measurements in Radio Engineering, Electrical Code Diagrams, Communication Circuits and similar technical books collected and maintained for reference purposes.	18	Bookcase	Permanent. Disposal not authorized. Return to CIA Library when no longer needed.

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SCHEDULE NO.
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DATE PREPARED

OFFICE, DIVISION, BRANCH

OO, FOREIGN BROADCAST INFORMATION DIVISION, FIELD OPERATIONS STAFF

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
33.	STAFF SUBJECT FILE			
	Consists of correspondence, messages and reports pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. File also reflects the operation of communications network. Specific subjects include Committees, Communications, Dissemination, Equipment and Supplies, Informations, Liaison, Personnel Reports and others. A portion of these files are duplicated in the Executive Subject File (Item #8). Filed according to Agency File Manual. (1946 to date)	4.5	4 drawer legal safe	DISPOSAL NOT AUTHORIZED. Temporary. Destroy after 5 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
33.1	COLLECTION REQUIREMENT FILE			
	Consists of copies of requirements and targets received from other IAC agencies and offices of CIA together with communication to and from the field concerning the collection requirements. Filed under Routine, Special and Targets. (1952 to date)	.5	4 drawer legal safe	Permanent. Disposal not authorized. Retain in current files area indefinitely.
33.2	COVERAGE FILE			
	Consists of communications, reports, and schedules pertaining to the assignment and coordination of broadcast coverage among the monitoring stations. Filed by folders titled FBID, Bureaus, Areas, Countries, Planning, Coordination, Reports and Schedules. (1952 to date)	1.5	4 drawer legal safe	Permanent. Disposal not authorized. Retain in current files area indefinitely.

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34.	CRUISING REPORTS FILES Consist of Cruising Report, Form 56-26, sent in by the bureau or prepared by headquarters from teletypes. Contains information on foreign radio programs and schedules collected by cruising monitors. Provides information for the preparation of "Broadcasting Stations of the World" and "Program Schedule of Foreign Broadcasting Stations". Also used to answer inquiries as file reflects a running history of the stations. Filed by country and then chronologically. (1942 to date)		7 drawer card cabinet	Permanent. Disposal not authorized. Retain indefinitely in current files area.
	a. Voice Stations	8	7 drawer card cabinet	Permanent. Disposal not authorized. Retain indefinitely in current files area.
	b. Morse Stations	1	7 drawer card cabinet	Permanent. Disposal not authorized. Retain indefinitely in current files area.
35.	CODING CARD FILE Consists of "Broadcasting Stations of the World", Form 56-80 containing coded information from which machine record cards are punched. File reflects frequency, power record and ownership of all broadcasting stations of the world and are used in the publication of "Broadcasting Stations of the World". Also serves as index to code numbers assigned to each station. Filed by country and numerically by station code numbers. (Current)	2	7 drawer card cabinet	Temporary. Destroy deleted cards two months after publication

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36.	BROADCAST INFORMATION SECTION SUBJECT FILE Consists of copies of communications, transitory material such as requests for information, copies of agency issuance and other reproduced publications on such subjects as Coverage, Jamming, Language Aids and others. File also contains reproduced maps and copies of administrative instructions to the field bureaus. Record material essentially duplicated in Staff Subject File (Item #33). Classified and unclassified files maintained separately and are filed according to Agency File Manual. (1949 to date)	3	4 drawer legal cabinet and 4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
37.	COUNTRY FILE Consists of background information collected from various sources and used as a reference in preparing schedules and as a history of foreign stations. Contains State, Army, Navy, Air and Commerce Reports and various Agency reports and copies of teletypes. File also contains newspaper and magazines. Filed alphabetical by country in classified or unclassified file. (1942 to date)	10	4 drawer legal cabinet 4 drawer legal safe	Temporary. Destroy when obsolete or no longer needed.
38.	LIBRARY MATERIAL Consists mainly of foreign Language Dictionary used as reference in translations.	4	Bookshelf	Permanent. Disposal not authorized. Return to CIA Library when no longer needed.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYING EQUIPMENT	DISPOSITION INSTRUCTIONS
40.	<p>RECEPTION REPORTS</p> <p>Consists of reproduced copies of reception reports received from various sources such as BBC, National Radio Club and others. Files are used for finding leads information on foreign broadcasting stations. Filed by report. (1950 to date)</p>	1.5	4 drawer legal cabinet	Temporary. Destroy when obsolete or no longer needed.

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SCHEDULE NO.

OFFICE, DIVISION, BRANCH

OO, FOREIGN BROADCAST INFORMATION DIVISION, RADIO PROPAGANDA BRANCH

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
41.	BRANCH SUBJECT FILE Consists of copies of processed material and extra copies of documents pertaining to subject folders such as Meetings, Personnel, Security, Training and similar subjects maintained for administrative purposes. Filed according to Agency File Manual. (1953 to date)	3.2	4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
42.	CONVENIENCE FILE (READING) Consists of extra copies of all communications signed or prepared by the Branch Chief. Maintained as a ready reference. Filed chronologically. (1953 to date)	.3	4 drawer legal safe	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.
43.	COMMENTARY LIST SUSPENSE FILE Consists of raw teletype reports received from field stations summarizing information of interest as required. Teletypes are used to prepare a daily Commentary List for circulation and use of the analyst. File is maintained as a suspense as all items are published in the Commentary List. Copy of list is filed with the teletypes. Record copy of Commentary List is filed in Item #49. Filed chronologically. (Current)	1.5	4 drawer legal cabinet	Temporary. Destroy after 1 month. Maintain a 1 month level; thereafter destroy oldest date upon filing of current date.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF EQUIPMENT	DISPOSITION INSTRUCTIONS
44.	REFERENCE PUBLICATIONS FILE Consists of extra copies of published reports prepared by the branch and maintained for reference purposes or until bound copy has been received. Consists of Trends and Highlights, Surveys, Radio Propaganda Reports and others.	.3	4 drawer legal safe	Temporary. Destroy upon receipt of bound copy.
45.	CENTRAL RESEARCH ADMINISTRATIVE FILE Consists of copies of messages and correspondence to and from the field with regard to Commentary List. Contains instruction and procedures as to topics, deadlines, clarifications and other administrative matters in connection with Commentary List. Filed chronologically. (1949 to date)	.5	4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
46.	AREA AND TOPIC FILE Consists of background information maintained for use of branch personnel in preparing reports. Contains copies of Radio Propaganda Branch Surveys, and Reports together with individual analysts contribution, ONE Reports, Information Reports (non FBID), Special Reports (published and unpublished) newspaper clippings, Graphs and Figures and other material. Filed by Global Topics and by Areas, countries and subjects within country. (1948 to date)	19	4 drawer legal safe	Temporary. Destroy when obsolete or no longer needed.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE ENCLOSURE	DISPOSITION INSTRUCTIONS
47.	AREA AND BEAM DATA FILES			
	a. Beaming Slip			
	Consists of Form 56-84 "Beaming Slip" (Soviet Propaganda) prepared from Commentary Lists showing number of commentaries made by Soviet on each event or topic. File is used by analysts for research purposes. Filed by Western Events, Orbits Events and Topics. (1949 to date)	1.5	5x8x12 card tray	Temporary. Disposal not authorized. Retain in current files area indefinitely.
	b. Tally Sheet			
	Consists of unnumbered sheet prepared weekly from Commentary Lists showing commentaries made from Radio Moscow in a language for a certain countries. These are used to prepare quarterly summaries and statistics such as beam analysis and area analysis and figures are used in various reports. Filed chronologically. (1949 to date)	.5	4 drawer legal safe	Temporary. Disposal not authorized. Retain in current files area indefinitely.
48.	NEWSWATCH FILES			
	a. Data File			
	Consists of <i>(newsletter)</i> (unnumbered form worksheet) prepared weekly from raw teletypes sent in for Newswatch requirements showing number of Times Radio Moscow beams to USSR on selected topics. Contains related correspondence and instructions to the field in connection therewith. File is used by analysts for research data. Filed chronologically. (1952 to date)	.5	4 drawer legal safe	Temporary. Disposal not authorized. Retain in current files area indefinitely.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE EQUIPMENT	DISPOSITION INSTRUCTIONS
48.	NEWSWATCH FILES (CONTINUED) b. Teletype Reports Consists of copies of raw teletype reports received from field bureaus in connection with Newswatch requirements. Files reflect broadcasts monitored on Radio Moscow pertaining to selected topics. Teletypes are used to prepare a weekly newsletter for the analysts information and reference. Filed chronologically. (1951 to date)	4	4 drawer legal cabinet	Temporary. Destroy after 5 years. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to the Records Center.
49.	COMMENTARY LIST FILE Contains record set of Commentary List prepared daily from raw teletypes sent in from the Field Bureaus. Commentary Lists reflect consolidation in easy reading style of all Bureau reports and is used as reference and guide by the analysts for requesting a detailed report from the field on items appearing in the Commentary List. Filed chronologically. (1949 to date)	4	5 drawer legal cabinet	Permanent. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to the Records Center.
50.	COMMUNIST SPEECH FILE Consists of full text of speeches made by Communist personalities. Speeches are taken from daily reports and fastened to 8x8 cards. Files are used for reference and research purposes by the analyst. Filed alphabetical by author and by topic code thereunder. (1945 to date)	1.5	8x8x36 card file	Temporary. Disposal not authorized. Retain in current files area indefinitely.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF EQUIPMENT	DISPOSITION INSTRUCTIONS
51.	PROVADA EDITORIAL FILE Consists of clippings taken from the Daily Reports reflecting all Pravda Editorials. Used for reference and research purposes by analysts. Filed chronologically. (1952 to date)	2	5 drawer legal cabinet	Temporary. Destroy when no longer needed
52.	<div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> SUMMARIES FILE Consists of daily summaries prepared at <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> reflecting Moscow broadcasts in summary form monitored at <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Filed chronologically. (1951 to date)	4.5	5 drawer legal cabinet and 4 drawer legal cabinet	Temporary. Disposal not authorized. Cut off at end of each calendar year; retain in current files area for 2 years and transfer to the Records Center.
53.	REFERENCE PUBLICATION FILE Consists of extra copies of processed publications maintained solely for convenience of reference. Files contains various publications of CIA including the Daily Report of FBID and FDD publications. Contains copies of publications such as State Departments' "Psychological Intelligence Digest" and "Current Foreign Relations" and publications of other government agencies. Also contains commercial published magazines, journals and newspapers such as New Times, New York Times, and publications of foreign governments. Filed by type of publication.	97	Bookcase 5 drawer legal cabinet and 4 drawer legal safe	Temporary. Destroy when obsolete or no longer needed for reference purposes.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF RECORDS	DISPOSITION INSTRUCTIONS
54.	<p>PROPAGANDA FILES (ANALYSTS)</p> <p>Consists of raw teletype copy received from various Field Bureaus which reflect monitored broadcast propaganda beamed from Communist countries. File also contains working papers such as notes, charts, copies of special reports, copies of survey memos, commentary lists and similar documents collected and used for the preparation of various propaganda reports and surveys published by FBID. Files are maintained separately by individual analysts according to area and country assignment or by global topics such as Amity, Peace Campaign and Hostility as assigned to an analyst. Files arranged by Global, Area and Country. (1950 to date)</p>	114	<p>4 drawer legal safe and 4 drawer legal cabinet</p>	<p>Temporary. Disposal not authorized. Cut off at end of each calendar year retain in current files area for 2 years and transfer to the Records Center. (Except that duplicate copies of material maintained solely for reference purposes will be destroyed).</p>

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 RECORD CONTROL SCHEDULE

SCHEDULE NO.
 A000400240003-1
 DATE PREPARED

OFFICE, DIVISION, BRANCH

00, FOREIGN BROADCAST INFORMATION DIVISION, EDITORIAL BRANCH

APPROVING OFFICE

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
55.	BRANCH SUBJECT FILE Consists of correspondence, teletype messages, and reproduced or published material accumulated for administrative and reference use of the Branch Chief. File contains material pertaining to the selection, processing and editing of monitored broadcast information and the preparation of reports such as The Daily Report, Economic Abstracts, etc. File also contains copies of Guide Requirements from various consumers and administrative messages to and from the field editors. Essential material duplicated in the Executive Subject File (Item #10). Filed according to Agency File Manual.	5.5	4 drawer legal safe	Temporary. Destroy after 3 years. Cut off at end of each calendar year; retain in current files area for 1 year and transfer to the Records Center.
56.	SIGNAL SERVICE FILE Consists of unnumbered teletype messages requesting routine information such as reruns, correction, spelling, verifications and various other requests for wire services which upon reply have little or no reference. Filed chronologically. (1953 to date)	2	5 drawer legal cabinet	Temporary. Destroy after 1 year ^{6 MONTHS} . Maintain a 12 month level; thereafter destroy the oldest month upon filing the current month. JR
57.	REFERENCE PUBLICATION FILE Consists of extra copies of publications maintained for reference and distribution. Includes Field Manual, Style Manuals, Daily Reports and similar published material.	4	Bookshelves	Temporary. Destroy when obsolete or no longer needed.

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SECRET

ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
58.	WIRE ROOM OPERATIONAL FILES			
	a. Consists of extra copies of all administrative messages to and from the various Field Bureaus. Files are maintained for wire room service and are duplicated in the various administrative elements of the Division. Filed by Field Bureau and chronologically thereunder. (1952 to date)	6.2	5 drawer legal cabinet and 4 drawer legal cabinet	Temporary. Destroy after 6 months. Cut off at end of June and December each year; retain in current files area for 6 months and destroy.
	b. Consists of copies of all incoming operational teletypes of monitored broadcasts of the various Bureaus (originals of teletypes go to the various editors). These files are maintained primarily as a wire room function and are seldom used for reference purposes. Essential material is duplicated in the daily report. Filed chronologically. (Current)	30	Supply cabinet	Temporary. Destroy after 3 months. Maintain a 3 month level; thereafter destroy oldest month upon filing current month. <i>JK</i>
	c. Consists of drafts of all outgoing administrative messages maintained for possible errors in transmission of message. Filed chronologically. (Current)	.4	4 drawer legal cabinet	Temporary. Destroy after 2 weeks. Maintain a 2 week level; thereafter destroy oldest date upon filing current date.

SECRET

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE	DISPOSITION INSTRUCTIONS
59.	MESSAGE LOGS			
	a. Consist of Signal Center Number Log (Form 35-42) maintained on all administrative, messages in and out of the wire room. Cards shows number assigned, date and time. It is used for number assignment on all outgoing and for verification or check on missing messages on incoming. Filed by Bureau and numerical thereunder.	.3	Folding Kardex	Temporary. Destroy 3rd filled card upon starting a new card.
	b. Consists of unnumbered log form maintained on a selective basis on operational messages to and from the Bureaus. Filed chronological under source or addressee of message. (1954)	1.7	4 drawer legal cabinet	Temporary. Destroy after 3 months. Cut off at end of each quarter; retain in current files area for 3 months and destroy.
60.	BBC WIRE			
	Consists of retained copies of teletypes sent in from one bureau for transmission to BBC. This material is not edited and is only sent in for retransmission service. Files are not used by FBID and is maintained only for possible correction in transmission. Filed chronologically. (Current)	4	4 drawer legal cabinet	Temporary. Maintain a 30 day level; thereafter destroy oldest date upon filing current date.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF FILING EQUIPMENT	DISPOSITION INSTRUCTIONS
61.	<p>WIRE SERVICES FILES</p> <p>a. Consists of record copies of teletypes messages containing monitored material which has been edited and transmitted to various consumers. This a fast wire service to the consumer so that they may receive the important news items expeditiously. Files are essentially duplicated in the Daily Report which are received by the consumer at a later time. File presently contains "B" and "C" wires and may contain similar ones at a future date. File by type of wire and chronologically thereunder. (1953 to date)</p> <p>b. Consists of editors copy of incoming material which has been edited and becomes the draft for the outgoing messages to the consumers. (Current)</p>	<p>8.5</p> <p>.5</p>	<p>SECRET</p> <p>4 drawer legal cabinet</p> <p>Shelf</p>	<p>Temporary. Destroy after 18 months. Maintain a 4 month level; thereafter transfer to the Records Center in 2 month blocs.</p> <p>Temporary. Destroy within 5 days after transmission.</p>
62.	<p>TELECOMMUNICATION ENGINEERING REPORT FILE</p> <p>Consists of Telecommunication Engineering Report (DD Form 280) Parts I, II and III reflecting total messages sent each day, total messages sent each month and a sample of 1 day outgoing traffic showing message number, filing time, precedence and station sent to. These reports are sent to the Office of Communications and are not used by FBID. Filed chronologically. (1950 to date)</p>	.2	4 drawer legal cabinet	Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.

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ITEM NO.	FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF RECORDS SECRET	DISPOSITION INSTRUCTIONS
63.	EDITORIAL FILES		CONFIDENTIAL	
	<p>These are the files being maintained by the various editors of the branch for the production of FBIS reports such as Daily Report, Political Abstracts, Economic Abstracts, etc.</p>			
	a. Teletype Copy File			
	<p>Contains teletype copy of monitored broadcasts which are retained by editors for possible correction of any errors. Copy is edited and becomes the draft of the reports. Some copy received is not included in the reports. Important items are essentially duplicated in the Daily Report. Editors maintain these files by bountry and chronologically thereunder. (Current)</p>	34	4 drawer legal safe 4 drawer legal cabinet 5 drawer legal cabinet	Temporary. Destroy within AFTER 30 days. JR
	b. Reference Publication File			
	<p>Consists of extra copies of FBIS publications such as Dialy Report, Economic Abstracts, Political Abstracts and CIA and other government agency publications such as NIS, Gazetteers, Air Maps, Industrial Registers and others. Also contains commerical newspapers and magazines such as New York Times and Reporter.</p>	75.5	Bookshelves 4 drawer legal safe 5 drawer legal cabinet 4 drawer legal cabinet	Temporary. Destroy when obsolete or no longer needed.
	c. Library Material			
	<p>Consists of library books such as Foreign Language Dictionary, Who's Who, Political Handbook, Congressional Directory, Yearbook and similar books maintained for reference purposes.</p>	19	Bookshelves Tops of desks and cabinets	Permanent. Disposal not authorized. Return to OCD Library when no longer needed.

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FILES IDENTIFICATION (Title, description, arrangement, and inclusive dates)	VOLUME (Linear Ft)	TYPE OF MEDIA	DISPOSITION INSTRUCTIONS
<p>63. EDITORS FILES (CONTINUED)</p> <p>d. Personality Card File</p> <p>Consists of card files maintained on key personalities of countries showing name of individual and office, cabinet position or diplomatic title held. Files are used by editors for reference purposes and are essentially duplicated in FBID Library.</p>	3.3	<p>3x5x12, 4x5x12, 5x8x12 card files</p>	<p>Temporary. Destroy when no longer needed.</p>
<p>64. PRODUCTION REPORTS FILE</p> <p>Consists of production reports prepared weekly showing number of stencils typed by each clerk for each day. Used to prepare personnel evaluations and for time and attendance purposes. Filed chronologically.</p>	.5	4 drawer legal safe	<p>Temporary. Destroy after 1 year. Cut off at end of each calendar year; retain in current files area for 1 year and destroy.</p>
<p>65. MASTER CONTENTS SHEET FILE</p> <p>Consist of the Daily Report "Master Content Sheet", unnumbered form, prepared by Production Section. This form shows the report number, date, requisition number, book (area) number of pages in a book by area, by voice, press and total of both and full total. The number of pages produce on the "White Book" is added at bottom of page. Used to make production reports when called upon. Filed chronologically. (1947 to date)</p>	2.0	Supply cabinet	<p>Temporary. Disposal not authorized. Cut off at end of each calendar year. Maintain a 5 year level in current files area. At end of each year thereafter transfer the oldest year of accumulation to the Records Center.</p>

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